

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Associate Governmental Program Analyst	<b>DISTRICT/DIVISION/OFFICE</b> Office of Transactions Services/Staff Central	
<b>WORKING TITLE</b> HR Systems Functional Analyst	<b>POSITION NUMBER</b> 702-008-5393-XXX	<b>EFFECTIVE</b> 04/2014

**As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. You take the necessary precautions to safeguard the confidentiality of records containing personal information to which you have access. Your efforts are important to each member of the team, as well as those we serve.**

**GENERAL STATEMENT:** Under the direction of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA), as part of the Online Time Reporting System Functional Unit Team, will be responsible for the maintenance, development and implementation of enhancements and modifications to the Staff Central Automated Human Resources Systems. The AGPA position is the journey level analyst position in Staff Central Functional Unit. The incumbent works independently to perform critical analysis of Staff Central Automated Human Resources Systems and make recommendations, write business process requirements, system modifications requests and administers systems' unit and system tests to ensure that the Staff Central Automated Human Resources Systems function according to the Division of Human Resources business processes and rules.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
30% (E)	The incumbent will possess human resources knowledge as well as Automated Human Resources Systems knowledge to assist system users and managers to resolve user problems and address Division of Human Resources Automated Human Resources Systems design and functionality issues. The AGP A in the Staff Central Functional Unit works closely with the Staff Central Technical Unit staff in the Division of Information Technology to provide human resources business process and rule knowledge expertise to the Staff Central Automated Human Resources Systems. The AGPA analyst will assist, act as lead and train assistant analysts in the unit.
30% (E)	Automated Human Resources Systems Design Enhancements and Modifications. Analyze system enhancement and modification requests and needs, research human resources business process and rules, and prepares written design specifications detailing system modifications and system requirements.
25% (E)	Automated Human Resources Systems Testing. Prepare test designs, criteria and test data to be used in testing the system enhancements and modifications. Working with the Technical Unit, develop test cases and scenarios for system tests. Document test results, document and research issues identified during the system tests and prepare written descriptions of findings.

**ADA Notice:** For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

- 10% (M) Automated Human Resources Systems Related Activities. Chair focus group meetings with Division of Human Resources and other division staff for the purpose of planning for future enhancements and modifications to the systems. Develop and implement communication plan for enhancements and modifications. Assists in the development of training material to be used in user training; assists in the delivery of user training; answers questions from users concerning use of the system.
- 5% (M) Automated Human Resources Systems Workload Tracking. Develop and maintain a database system to capture the unit's workload. Report monthly activities.

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<sup>1</sup> ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

### ***SUPERVISION EXERCISED OVER OTHERS***

**None**

### ***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

Knowledge of information technology and Human Resources Information Systems (i.e.: payroll, timekeeping, leave accounting, Worker's Compensation and licensing and certification processes) specifically in the translation of personnel processes to programming specifications. Knowledge of the laws, regulations, Memorandum of Understandings, policies and procedures that govern payroll, timekeeping, appointments, leave accounting and Workers' Compensation processes including Fair Labor and Standards Act, leave entitlements including Family and Medical Leave Act, pay cycles and special pay provisions. Knowledge of Caltrans legacy systems (TRS, PERMIS), Caltrans web-based Human Resources systems, Caltrans Integrated Maintenance Management System (IMMS) and State Controller's Office payroll and leave accounting systems. Knowledge of generally accepted information technology concepts, practices; methods, and principles. Familiarity with how the Human Resources systems interact with accounting systems. Familiarity with the characteristics of operating systems and a general understanding of principal networking concepts and protocols. Familiarity with general security concerns and organization security structure.

Ability to communicate all of the foregoing verbally and in writing, and conduct training for impacted staff. Ability to express ideas and present information clearly and logically, both verbally and in writing. Ability to analyze problems, develop alternatives and work with different interest groups to reach consensus. Ability to interpret and apply laws, rules, policies and procedures. Ability to reason logically and use analytical techniques to solve moderate to difficult Human Resources Systems issues. Ability to analyze and resolve complaints. Ability to maintain the confidence and cooperation of others.

### ***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

Errors could delay or negate efficiencies, inhibit the acceptance of new technology, and cause frustration on the part of system users; all of which could result in costly corrections or wasted funds.

Responsible for complying with the Information Practices Act (IPA), Civil Code section 1798, et seq., by protecting departmental employees' confidential information, including, but not limited to, social security

numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employee's confidential information may damage DHR's reputation as a confidential organization and result in employee grievances or lawsuits. Intentional violation of this Act may result in disciplinary action, up to and including termination of employment.

### ***PUBLIC AND INTERNAL CONTACTS***

Contacts include staff of the Human Resources Office (personnel specialists, analysts, and managers), Labor Relations staff, technical information Technology staff (programmers and managers), Accounting staff: control agency staff (i.e., DPA and SCO) and contractor staff assigned to the automation project. The incumbent will promptly and accurately respond to internal clients regarding human resources systems issues, and demonstrate a positive attitude and a commitment to provide quality service that is accurate, timely and exceeds our customers' expectations. .

### ***PHYSICAL, MENTAL AND EMOTIONAL EQUIREMENTS***

Employee may be required to sit for long periods of time using a keyboard and video display terminal. May also be required to lift, carry, and move boxes of material from one location to another. Employee. will be required occasionally to bend, stoop, or kneel; to pull or push objects; to grasp objects; to stand for long periods of time; and to twist the body or neck in a sideways motion either seated or standing. Employee must have the ability to multi-task, adept to changes in priorities, and complete tasks or projects with short notice. Employee must sustain mental activity needed for reviewing material, auditing, testing, problem solving and reasoning. Employee may deal with difficult people and must have the ability to develop and maintain cooperative working relationships; resolve emotionally charged issues reasonably and diplomatically; consider and respond appropriately to the needs, feelings; and capabilities of different people in different situations; and be tactful and treat others with respect.

### ***WORK ENVIRONMENT***

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may be required to travel throughout the state to assist a Staff Services Manager I with interviewing staff, gathering information, and making presentations to managers and supervisors. I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

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Employee Name (please print)

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Employee signature

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Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

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Supervisor Name (please print)

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Supervisor signature

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Date